

## **Printing Policy**

### Outagamie Waupaca Library System

#### **Purpose**

The Outagamie Waupaca Library System (OWLS) provides design and printing services to member libraries and library organizations for the purpose of supporting, improving, or promoting library or system services.

#### **Guidelines**

1. OWLS will produce printed materials at the request of member libraries, library organizations (e.g. Friends groups and Fox Valley Literacy), and system staff. The requesting library or organization will ordinarily be required to pay for the cost of materials, including paper, masters, plastic binding elements, and button parts. The system will ordinarily provide free of charge any other materials or supplies and the staff time required to prepare, print, and assemble the materials.
2. OWLS reserves the right to refuse to reproduce any materials. Requests for duplication of materials that would result in a violation of copyright laws will not be honored.
3. OWLS neither supports nor opposes the views expressed in any materials that it produces for member libraries or other organizations except when so resolved by the Board of Trustees.
4. OWLS does not ordinarily provide design or printing for other organizations and agencies. Non-profit or public agencies wishing to be an exception to this policy can ask the Director for an evaluation. Charges for any services provided to non-library organizations will be determined on an individual basis by the Director or their designee.
5. OWLS may originate printed materials supporting or promoting libraries or library services. These promotional materials will be distributed free of charge to all member libraries and other appropriate agencies, organizations, and individuals.
6. Printing and graphics services can generally be provided only within the limits established by the capabilities of OWLS' own equipment and staff. Requests that require commercial services will be discussed on a per project basis, and all costs will be approved before production. The library requesting such services may be charged for all or part of the cost of commercial services and materials.
7. Printing orders will be filled according to the following priorities: (1) the member libraries and the system office, (2) other library organizations, and (3) non-profit organizations.

8. Member libraries may purchase paper from OWLS. Preferably, each request should be for at least 500 sheets (one ream) of one weight. Availability of specific colors and weights is subject to OWLS' stock or vendor availability. Price will be at cost.
9. Each printing request should be accompanied by a request form that includes the name of the person responsible for the request and for the content of the job.
10. It is the library's responsibility to proofread and approve the final draft before printing.
11. Ordinarily OWLS will require two weeks to design and/or print a job. Exceptions to this policy must be negotiated with the Marketing Coordinator.
12. While OWLS will make every effort to accommodate special requests or preferences, the Marketing Coordinator will make the final decision on matters of design.

Adopted 10/18/90; Revised 1/98, 4/01, 10/20/05, 7/20/17, 1/16/20